

# CITY OF SASKATOON COUNCIL POLICY

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|---------------------------------|
| <b>NUMBER</b><br><i>C09-039</i> |
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|--|---|--|
| <b>POLICY TITLE</b><br><i>Mobile Food Truck Policy</i>   | <b>ADOPTED BY</b><br><i>City Council</i>  | <b>EFFECTIVE DATE</b><br><i>May 21, 2013</i> |
|  |   | <b>REVISED</b><br><i>April 29, 2019</i>      |
| <b>ORIGIN/AUTHORITY</b><br><i>Clause 4, Report No. 8-2013 of the Planning and Operations Committee</i> | <b>CITY FILE NO.</b><br><i>CK. 300-11</i> | <b>PAGE NUMBER</b><br><i>1 of 9</i>          |

## 1.0 PURPOSE

To enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, on private property and at public events, while ensuring public welfare, fair competition, and nuisance prevention.

## 2.0 DEFINITIONS

For the purposes of this Policy, the following definitions are used:

- a) Mobile Food Truck – a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food and does not include trailers or carts.
- b) Mobile Food Trailer – a non-motorized, mobile, self-contained unit that is towed by a vehicle and equipped to cook, prepare and/or serve food.
- c) Vendor – any person(s) who owns and/or operates a mobile food truck on public streets.
- d) Operate – any activity associated with the mobile food truck business, including set-up, clean-up and take-down time.
- e) Protected Bike Lane – a dedicated marked lane for bicyclists that is situated to the right of the traffic lane or street parking (if provided).
- f) Support Vehicle – a passenger vehicle utilized in support of the operation of an on-street mobile food truck.

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## 3.0 POLICY

- a) Subject to the conditions of this Policy, the sale of food items from a mobile food truck or trailer, as approved by the Saskatchewan Health Authority, is permitted. Sale of all other goods (e.g. crafts, clothing, and other merchandise) is not permitted under this Policy.
- b) This Policy applies to all mobile food trucks and trailers operating on-street and off-street in Saskatoon.

### 3.1 Licensing Requirements

- a) Mobile Food Truck License
  - i) An On-Street Mobile Food Truck License must be obtained for any mobile food truck operating on public streets under this Policy. Vendors must pay all required parking fees to operate on City of Saskatoon right-of-way. Mobile food trailers are not eligible for this license type.
  - ii) An Off-Street Mobile Food Truck License must be obtained for any mobile food truck or trailer operating at any off-street location, including public events or private property, under this Policy. Written permission from a property manager or event coordinator must be obtained before vending from private property or event.
- b) Business License
  - i) All mobile food trucks and trailers shall be required to obtain a Business License under *Bylaw No. 8075 – The Business License Bylaw, 2002*.
  - ii) A Business License must be obtained for each mobile food truck and trailer operating and is valid from one year from the date of issuance.
  - iii) Mobile food trucks and trailers shall not operate if the Business License has expired, been suspended, or revoked.

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- iv) The City of Saskatoon Business License and Mobile Food Truck License shall be displayed on the lower right passenger side window of the mobile food truck or trailer and visible to the public at all times.
- v) Applications to operate a mobile food truck or trailer are subject to the approval of the General Manager, Community Services Department. Proof that the following permissions have been obtained, and regulations met, must be provided prior to the issuance of a Business License under *Bylaw No. 8075 – The Business License Bylaw, 2002*:
  - a. Saskatchewan Health Authority Approval (renewed annually);
  - b. Fire Inspection Approval (renewed annually);
  - c. Proof of current inspection conducted by SaskPower Gas Inspections (renewed annually);
  - d. Proof of Motor Vehicle Insurance;
  - e. Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an additional insured;
  - f. Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed;
  - g. A Commercial or Home-Based Business License issued for the base of operations and/or storage of mobile food truck(s) or trailer(s).
- vi) Periodic inspections may be conducted to ensure compliance.

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## 3.2 Conditions of Operation

- a) The mobile food truck or trailer unit (while unhitched) shall be no more than:
  - i) 8,000 kilograms in weight;
  - ii) 2.5 metres in width; and
  - iii) 9.75 metres in length.
- b) The mobile food truck or trailer unit must be clean, well lit, and aesthetically pleasing in appearance.
- c) The mobile food truck or trailer unit shall supply its own power and water source. Generators are permitted provided that they do not cause a disturbance.
- d) Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- e) Sign boards are to be placed against the mobile food truck or trailer to avoid any obstructions. Only one sign board is permitted per mobile food truck or trailer unit, and shall comply with the regulations outlined in *Bylaw No. 7491 – The Temporary Sign Bylaw*.
- f) Mobile food truck(s) or trailer unit(s) shall be stored at an approved location when not in operation. Storage of the mobile food truck or trailer on-street is prohibited.
- g) All elements associated with the mobile food truck or trailer and its operations (including line-ups, signage and trash receptacles) shall not cause any vehicular or pedestrian obstructions or hazards.
- h) Mobile food truck or trailer operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.

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- i) Operations of the mobile food truck or trailer shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- j) Vendors shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.
- k) Vendors shall make arrangements to provide proper access to public washroom facilities for employees.
- l) Vendors shall attend the mobile food truck or trailer at all times while operating.
- m) A location log that tracks the time and duration of the mobile food truck or trailer at each location shall be maintained. This location log shall be made available to a Bylaw Inspector upon request and submitted at the end of the season to the City of Saskatoon, Community Standards Division.
- n) Mobile food trucks or trailers shall not block access to alleyways, driveways, fire hydrants or loading zones.
- o) Mobile food trucks or trailers may operate in all areas of the city except where noted in this Policy.

### 3.3 Parking for On-Street Mobile Food Trucks

- a) On-street mobile food trucks must pay all required parking fees through purchase of a meter hood(s) prior to issuance of a license.
- b) The license plate number of an approved on-street mobile food truck will be registered with Parking Services, Community Standards Division upon issuance of a license.
- c) On-street mobile food trucks that exceed 6.7 metres in total length shall be required to pay the parking fees equivalent to the parking fees for two parking meter stalls.

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- d) A support vehicle may be parked in front of or behind the mobile food truck while it is operating when two parking fees are paid for, provided the total length of both vehicles does not exceed 13.4 metres (equivalent to the length of two parking stalls).
- e) Service windows shall be oriented towards the sidewalk. Service windows that face the street are not permitted. A minimum of 1.5 metres (5.0 feet) of sidewalk as a passageway for pedestrians is required. Placement of any furniture (e.g. tables, chairs, benches, counters, etc.) associated with the on-street mobile food truck operation is not permitted.
- f) On-street vending locations are available on a daily first-come, first-served basis. Specific parking spots or stalls are not reserved or assigned.
- g) Vending at one on-street location shall not exceed a period greater than six consecutive hours. Vendors shall move the mobile food truck to a different block face after the six-hour duration has expired.
- h) On-street mobile food trucks shall not be operated within:
  - i) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in all permitted locations;
  - ii) 30 metres of any primary or secondary school;
  - iii) 20 metres of a park concession;
  - iv) 150 metres of a special event or festival (except where written permission from the event coordinator has been obtained and submitted to the City prior to commencement of the special event or festival); and
  - v) 10 metres of any intersection or crosswalk, and within 10 metres of any bus stop.

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- i) Notwithstanding clauses 3.3 h) i) through iii), Business Improvement Districts may submit requests, prior to March 1st of each year, to the City to approve additional locations. Requests from the Business Improvement Districts received after that date may be approved on a case-by-case basis in consideration of additional locations previously approved. The additional locations may be approved where the City is of the opinion that the additional locations do not compromise public welfare, fair competition or create a nuisance.
- j) On-street mobile food trucks shall not operate within residential and institutional zoning districts, nor on a street adjacent to residential zoning districts.
- k) On-street mobile food trucks shall not operate in angle, nose-in parking stalls or loading zones at any time.
- l) No more than two on-street mobile food trucks shall operate per block face at any given time.
- m) On-street mobile food trucks shall not operate from a parking stall that is adjacent to a protected bike lane as designated by the City of Saskatoon.

### 3.4 Hours of Operation

A mobile food truck or trailer operating at special events or festivals must follow the same operating hours as the event.

### 3.5 Legislation

Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and pertaining to traffic and the use of streets.

### 3.6 Contraventions

Suspension or revocation of the Business License may result if the vendor fails to meet one or more of the requirements outlined in this Policy, or any other laws, regulations or bylaws.

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## 4.0 RESPONSIBILITIES

### 4.1 General Manager, Community Services Department

- a) Administer this Policy;
- b) Ensure vendors are licensed and operating in accordance with this Policy;
- c) Collect all parking related fees; and
- d) Ensure vendors are operating in accordance with the *Bylaw No. 2954 – Street Use Bylaw* and *Bylaw No. 7200 – The Traffic Bylaw*.

### 4.2 City Council

- a) Review and approve amendments to this Policy.



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## RELATED REFERENCES AND RESOURCES

*Bylaw No. 8075 – The Business License Bylaw, 2002;*  
*Bylaw No. 7491 – The Temporary Sign Bylaw;*  
*Bylaw No. 2954 – Street Use Bylaw; and*  
*Bylaw No. 7200 – The Traffic Bylaw.*

## REVISION HISTORY

| Revision Date and Council Item   | Description  |
|--|--|
| May 25, 2015 - Standing Policy Committee on Planning, Development and Community Services Report Item 8.1.2   | Amendments made after review following completion of two full seasons of implementation.   |
| April 24, 2017 - Standing Policy Committee on Planning, Development and Community Services Report Item 9.1.1 | Amendments made after review following completion of four full seasons of operation.   |
| April 29, 2019 - Standing Policy Committee on Planning, Development and Community Services Report Item 8.1.6 | Amendments made to require all mobile food truck and trailer vendors operating at special events and festivals to be licensed to ensure that these vehicles meet public health and safety standards. |